

## Interested in the Dartmouth Exchange?

### Background

The Dartmouth Exchange program is intended for students who have completed at least one semester at Duke. Because of logistics, the Fall semester is better for the Dartmouth Exchange.

### Here's the Protocol

#### Step 1) Do Your Research

- Spend some time looking at the Dartmouth program's website (<http://engineering.dartmouth.edu/academics/graduate/mem/>) to better inform yourself about the Dartmouth program.
- View the Duke/Dartmouth Curriculum document (appended) to better understand course offerings, equivalencies, and requirements.
- Research Hanover, NH (where Dartmouth is located). Get to know the area so that you can decide if you would enjoy the environment there.
- Consider how the Dartmouth exchange will impact your visa status if you are on an F-1 visa. In order to be eligible for OPT after you graduate from MEM, an international student would need to have completed two consecutive semesters at Duke before applying for OPT. Therefore, to be eligible for both CPT and OPT and complete the Dartmouth exchange, the following path is viable:
  - Semester 1 (Fall): Duke
  - Semester 2 (Spring): Duke
  - Summer: CPT for internship
  - Semester 3 (Fall): Dartmouth
  - Semester 4 (Spring): Duke

#### Step 2) Create a Plan

- Put together a list of the courses you want to take and write a paragraph explaining why you feel that a Dartmouth exchange experience would be a benefit to your MEM education.

*Please note that Dartmouth operates on a quarter system (Fall, Winter, Spring) and the typical course load is 3 courses per term. Thayer School of Engineering courses may be found at <http://engineering.dartmouth.edu/academics/courses/graduate/>. Students are permitted to take 1 course from the Tuck School of Business. Electives offered by Tuck may be found at <http://www.tuck.dartmouth.edu/mba/elective-curriculum/elective-courses>.*

### Step 3) Meet with MEM Academic Coordinator

- Schedule an appointment with the MEM Academic Coordinator to talk through your course plans and paragraph of intent. Based on this meeting, the MEM Academic Coordinator can help you decide if moving forward with an exchange is the right fit for you.

### Step 4) Meet with Prof. Morales

- If you and the MEM Academic Coordinator decide that moving forward with an exchange plan makes sense, she will help you arrange a meeting with Prof. Morales to finalize your plans.
- You must bring your course approval form (Duke/Dartmouth Curriculum document) with you to your meeting with Prof. Morales.
- Prof. Morales will then reach out to Dartmouth on your behalf to make sure the classes you want are likely to be available and to determine if Dartmouth will be able to accommodate your specific needs and goals.

### Step 5) Logistics

- **Inform MEM Academic Coordinator of intent to study at Dartmouth before February 15th for students seeking to study at Dartmouth in the fall term. For other terms, domestic student should let the MEM Academic Coordinator know 2 months before the start of the term and international students should let the MEM Academic Coordinator know 4 months before the start of the term (additional time required for visa processing).**
- If Prof. Morales and Dartmouth agree that an exchange will help you reach your academic goals, you will need to make all necessary arrangements.
- First you must collect the following documents:
  - Completed Dartmouth Exchange form (on MEM Resource Page)
  - Duke MEM transcript (unofficial is fine)
  - Undergrad transcripts (unofficial is fine)
  - List of intended courses to be taken at Dartmouth (see Duke/Dartmouth Curriculum document for guidance)
- Once you have these documents ready, they must be mailed to:

Graduate Admissions  
Thayer School of Engineering  
Dartmouth College  
8000 Cummings Hall  
Hanover, NH 03755

- If you are an international student, your visa will have to be shifted to Dartmouth. You must make an appointment with Duke Visa Services to make the proper arrangements.
- You will be responsible for coordinating your own accommodations and travel arrangements.

## Duke/Dartmouth Curriculum

Below you will find curricular guidance and a course approval form for students interested in spending a semester at Dartmouth.

\*Please note that degree requirements remain the same for students that choose to spend a semester at Dartmouth.

### Substantially Equivalent Courses

Substantially equivalent courses may be substituted for each other in order to fulfill degree requirements. Additionally, credit may be received only once for each substantially equivalent class pair. For example, you cannot receive credit toward your degree for EGRMGMT 510: Marketing taken at Duke and ENGM 181: Marketing taken at Dartmouth. Only one of these courses may be used to fulfill degree requirements. As classes are added, this list will need to be updated. If there are questions regarding substantially equivalent courses, please see one of the Directors of the program.

Duke Class	Semester		Dartmouth Class	Quarter
EGRMGMT 510: Marketing	Fall		ENGM 181: Marketing	Fall
EGRMGMT 520: Intellectual Property, Business Law, and Entrepreneurship	Spring		ENGM 188 Law, Technology and Entrepreneurship	Fall
EGRMGMT 530: Accounting and Finance	Fall		ENGM 179 Financial and Managerial Accounting	Winter
EGRMGMT 540: Management	Fall, Spring		None	N/A
EGRMGMT 560: Project Management	Fall		ENGM 186: Technology Project Management	Winter
EGRMGMT 562: Operations Management	Fall		ENGM 183: Operations Management	Spring
EGRMGMT 584: Advanced Engineering Systems Optimization and Simulation	Fall		ENGM 184: Introduction to Optimization Methods	Fall
EGRMGMT 580: Decision Models	Spring		ENGG 177 Decision-Making under Risk and Uncertainty	Fall

## Core Management Courses

Duke's MEM Program requires 4 core management classes in Marketing, Law, Finance, and Management. Classes that fulfill the core management requirements are shown below:

Topic Area	School	Acceptable Class	Offered
Marketing	Duke	EGRMGMT 510: Marketing	Fall
	Dartmouth	ENGM 181: Marketing	Fall
Law	Duke	EGRMGMT 520: Intellectual Property, Business Law, and Entrepreneurship	Spring
	Dartmouth	ENGM 188 Law, Technology and Entrepreneurship	Fall
Finance	Duke	EGRMGMT 530: Finance	Fall
		or EGRMGMT 532: Adv Corp Fin: Technology Based Firms*	Spring
	Dartmouth	ENGM 179 Financial and Managerial Accounting	Winter
		or ENGM 180 Corporate Finance	Spring
Management	Duke	EGRMGMT 540: Management	Spring
	Dartmouth	No comparable course in Thayer School of Engineering	

\*fulfills requirement for Duke/Dartmouth students only. Duke students must take EGRMGMT 530.

## Technical Electives

Both Duke University and Dartmouth offer a broad range of technical electives that may be used to fulfill degree requirement. For possible technical electives at Dartmouth's Thayer School of Engineering or Tuck School of Business, please see the links below.

<http://engineering.dartmouth.edu/graduate/courses/>

<http://www.tuck.dartmouth.edu/> (Tuck's coursework)

The limitations regarding technical electives are:

- Graduate courses taken at Dartmouth are not substantially equivalent to ones taken at Duke.
- Graduate courses must have technical content.
- Any technical electives taken at the Tuck School of Business must be approved by the one of the Directors of the program.

## Dartmouth Semester: Course Approval Form

Scheduling of courses to ensure all degree requirements are met is critical. Therefore, we require you to complete the form below and get it approved before starting classes at Dartmouth.

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Student Name \_\_\_\_\_ Date \_\_\_\_\_ Term at Dartmouth \_\_\_\_\_

Topic	Course Number and Name	Grade if completed, or term planned
Marketing		
Accounting and Finance		
Management		
Law		
Technical Elective 1		
Technical Elective 2		
Technical Elective 3		
Technical Elective 4		
Seminars and Workshops 1		
Seminars and Workshops 2		
Internship		
Internship Assessment		

MEMP Executive or Faculty Director Approval

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Signature \_\_\_\_\_ Date \_\_\_\_\_